



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S PROPERTY AND EVIDENCE SPECIALIST I  
SHERIFF'S PROPERTY AND EVIDENCE SPECIALIST II

Class No. 002711

Class No. 002713

■ CLASSIFICATION PURPOSE

To perform tasks associated with the receipt, storage, preservation, and legal disposition of property and physical evidence acquired by the Sheriff's Department and other law enforcement agencies and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

These classes are allocated only to the Sheriff's Department. Sheriff's Property and Evidence Specialist is distinguished from Intermediate Clerk in that the latter performs general office clerical duties which require a considerable amount of typing, whereas the work of the former class is more specialized and relates primarily to the processing and storage of property and evidence.

Sheriff's Property and Evidence Specialist I:

This is the first working level in the class series. Under general supervision, employees in this class are responsible for receiving, bar coding, and preserving evidence at the Sheriff's Stations.

Sheriff's Property and Evidence Specialist II:

This is the second working level in the class series. Incumbents in this classification work in Main Evidence and are responsible for receiving, bar coding, and preserving all property received at Main Evidence. Incumbents are also responsible for receiving and storing evidence received from the stations.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Sheriff's Property and Evidence Specialist I:

Essential Functions:

1. Receives, identifies, preserves, records, and stores property and items of physical evidence.
2. Transports property and evidence to and from Sheriff's Stations to Main Evidence.
3. Checks and processes evidence, laboratory service requests, court orders, and other forms and documents.
4. Maintains accurate chain of custody records.
5. Releases property with supervisor's approval.
6. May answer the telephone to provide information and relay messages.
7. Performs light typing duties.
8. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Sheriff's Property and Evidence Specialist II:

Essential Functions:

All the functions listed above and:

1. Maintains all property and evidence in the Main Evidence room.

2. Keeps abreast of new evidence handling procedures and informs/trains staff at Stations.
3. Implements the proper methods of disposition of property and evidence, including the disposal of narcotics, firearms, and bodily fluids.
4. May testify in court regarding the handling of evidence.
5. May assist sworn personnel at crime scenes in gathering property and evidence.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Record keeping and disposition procedures required to maintain the accurate chain of custody of evidence.
- Basic inventory practices.
- Alphabetic, numeric, subject, and chronological indexing and filing rules and systems.
- Warehouse safety practices.
- Basic arithmetic.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

##### Skills and Abilities to:

- Properly store and safeguard property and items of physical evidence.
- Read, understand, and carry out instructions and procedures.
- Maintain accurate records.
- Drive in a safe manner to transport property and evidence.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

##### Sheriff's Property and Evidence Specialist I:

1. Six (6) months of experience receiving, storing, releasing, and disposing of property and evidence in a law enforcement agency, OR;
2. Six (6) months of stockroom/warehouse experience performing duties such as receiving, storing, and issuing supplies and equipment; maintaining inventory records; and conducting physical inventories.

##### Sheriff's Property and Evidence Specialist II:

1. Eighteen (18) months of experience receiving, storing, releasing, and disposing of property and evidence in a law enforcement agency, OR;
2. One (1) year of experience as a Sheriff's Property and Evidence Specialist I with the County of San Diego.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds; sitting, repetitive use of hands to operate computers, printers, and copiers. Occasional: walking, standing, bending and twisting of neck, bending and

twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

An ORIGINAL, unaltered typing certificate (no photocopies) for at least thirty (30) net WPM with a maximum of five (5) errors must be submitted with the application and will be required before candidates will be scheduled to take the written test. The typing test must be for at least five (5) minutes with ten (10) gross words penalty for each error, and the certificate must be no more than two (2) years old. The certificate must state the gross words per minute attained and the number of errors.

##### Working Conditions

Office environment; exposure to computer screens. May be exposed to chemical and biological hazards in the handling of property and evidence.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

##### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of six (6) months (Civil Service Rule 4.2.5).

**New: November 15, 2002**

**Reviewed: Spring 2004**

**Revised: March 31, 2006**

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Sheriff's Property and Evidence Specialist I (Class No. 002711)  
Sheriff's Property and Evidence Specialist II (Class No. 002713)

Union Code: CL  
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Variable Entry: Y  
Variable Entry: Y